**PROPER LAB FORMAT**

Use this guide whenever you prepare a lab report. If you’re missing one of the following sections you cannot get full marks!

**Name/Date**

**Title** – this should describe the lab (do not call it “Science Lab” !!!!)

**Purpose:** Why did you do this lab? Briefly describe how you did it.

eg. This lab was done to investigate … . We did this by ….

**Materials and Apparatus:**

1. List of all materials and equipment used

2. Neat, labelled diagram of the apparatus (experimental set-up)

**Procedure:** see Text p.?? or refer to handout; declare any changes!

eg. See text p. 80 - 81. The following changes were made: blah, blah, and blah.

If you developed the procedure yourself, write it all out in short, easy-to –follow steps!

**Observations:** 1. your lab results, recorded in charts, tables and/or graphs, as appropriate

2. answers to observation questions embedded in the procedure part of manual

**Analysis:** answer the questions at the end of the experiment; AND/OR discussion of your results; AND/OR any graphs belong in this section.

**Conclusion:** Summarize succinctly what this lab demonstrates, referring back to the purpose. State the main finding of the lab.

eg. We determined that the following substances are electrolytes: blah, blah, and blah, by showing that they conducted electricity when dissolved in water.

**Error Analysis:** Are you confident in your results? Why or why not? How would you improve the procedure? What equipment might give more reliable data? How do the errors affect the results?

**Sample Calculations:** show them for each type of calculation you make. If I cannot follow your math, and numbers and units just start appearing magically, you will lose marks. Calcs can also be shown in the observation section.

**Common Pitfalls, Things Not to do:**

- bad or unimaginative titles (eg. Science Lab)

- missing sections

- incomplete sentences

- using appendices

- missing units or explanations in calculations

- and so much more. Just follow the template above, fill in the blanks, and you'll get at least a level 3-.